



Individuals Requesting Recognition of a Current Out-of-State Real Estate License



Welcome to Arizona!

Real Estate Broker License (Documents to Submit)

- Original Salesperson Application & Fee (Pearson Vue will provide the application once the examination has been completed).
- Apply for a license within 1 year from the date of passing the State Specific examination. Include the Original Arizona Exam Score Report(s) with your application packet. Out-of-State License Recognition application packets can be mailed or delivered to the ADRE.
- Broker Management Clinic Course Certificate
- Proof of Legal Presence (Copy front and back)
- An original certified license history from the other state where a license is held for at least one year (Required by Pearson Vue at the time the exam is scheduled)
- Proof of Arizona residency
- Arizona residency attestation (A.R.S. § 43-104)
- Disciplinary Actions Disclosure Form (LI-214/244)
- Valid/current AZ Fingerprint Clearance Card issued by DPS (Copy front and back)
- Broker Candidate Experience Verification form (LI-226), plus substantiating documents. Must have an acceptable “valid through” date.
- Original certified license history from state(s) of licensure if you have out-of-state experience.
- Associate Broker hire on with a Broker on line for a reduced fee, or complete Salesperson/Associate Broker Change Form (LI-202) and include fee. (See specifics below.) The Designated Broker must access the ADRE online system to approve the hire prior to the

Visit the ADRE website at
www.azre.gov

Arizona Department of Real Estate
100 N. 15th Ave., Suite 201
Phoenix, AZ 85007



Individuals Requesting Recognition of a Current Out-of-State Real Estate License



Welcome to Arizona!

Individuals Seeking Licensure Through Out-of-State License Recognition Must:

- Be an Arizona resident
- Currently licensed in another state for at least one year
- Have completed approved real estate education in the other state
- Passed a real estate license examination in another state
- An applicant has not had a license or certificate revoked or voluntarily surrendered in any other state or country.
- An applicant has not had any discipline imposed by another regulating entity, and has no pending complaint, allegation, or investigation.

Real Estate Salesperson License (Documents to Submit)

- Original Salesperson Application & Fee (Pearson Vue will provide the application once the examination has been completed).
- Apply for a license within 1 year from the date of passing the State Specific examination. Include the Original Arizona Exam Score Report(s) with your application packet. Out-of-State License Recognition application packets can be mailed or delivered to the ADRE.
- 6 hour Contract Writing Course Certificate
- Proof of Legal Presence (Copy front and back)
- An original certified license history from the other state where a license is held for at least one year (Required by Pearson Vue at the time the exam is scheduled)
- Proof of Arizona residency (A.R.S. § 43-104)
- Arizona residency attestation
- Disciplinary Actions Disclosure Form (LI-214/244)
- Valid/current DPS issued AZ Fingerprint Clearance Card (Copy front and back)
- Disclosure Document Checklist Form (LI-400) *if applicable
- Hire on with a Broker at time of application as a Salesperson & Fee (complete Salesperson/Associate Broker Change Form LI-202), or hire on after licensing online for a reduced fee. The Designated Broker must access the ADRE online system to approve the hire prior to the licensee being legal to work.

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Out-of-State License Recognition Residency Attestation

Individuals seeking recognition of an out-of-state real estate license must attest to being an Arizona resident as defined by A.R.S. § 43-104.

"Resident" includes:

- (a) Every individual who is in this state for other than a temporary or transitory purpose.
- (b) Every individual who is domiciled in this state and who is outside the state for a temporary or transitory purpose. Any individual who is a resident of this state continues to be a resident even though temporarily absent from the state.
- (c) Every individual who spends in the aggregate more than nine months of the taxable year within this state shall be presumed to be a resident. The presumption may be overcome by competent evidence that the individual is in the state for a temporary or transitory purpose.

For Universal Recognition applicants, the following may be submitted to demonstrate Arizona residency (list is not exclusive). Check which proof of residency is included with your application.

- Arizona voter registration
- Military Form 2058
- Proof of filing Arizona income taxes in the most recent tax year
- Valid Arizona driver's license
- A dated residential rental contract with proof of payment
- Documentation of a mortgage for a primary Arizona residence
- Proof of establishment of Arizona utilities
- Documentation demonstrating a change in permanent address on all pertinent records
- Other: _____

I, _____, hereby attest that I have reviewed the Arizona residency requirements, and am an Arizona resident.
(Print Name)

Arizona Address of Residence

(Address, Suite)

(City, State, Zip Code)

I do hereby further attest that the proof of Arizona residency provided to the Department of Real Estate is true, accurate, and complete, and that any falsification, omission, or concealment of material fact may subject me to disciplinary action, and civil or criminal liability.

Signature of applicant: _____ Date: _____



100 North 15th Avenue • Suite 201 • Phoenix, Arizona • 85007

DISCIPLINARY ACTIONS DISCLOSURE (LI-214/244)

ARS §§ 32-2123 and 32-2130 & AAC R4-28-301 and AAC R4-28-303

The Disciplinary Actions Disclosure is required by ADRE to determine qualifications and suitability of the licensee to hold an Arizona Real Estate License. **ANY AND ALL MISDEMEANOR AND FELONY** convictions must be included for original applications and immediate past renewals.

Failure to answer these questions truthfully may result in disciplinary actions including, but not limited to, suspension, revocation and/or civil penalties.
ARS §§ 32-2153(B) and 32-2160.01

Has the Applicant / Is the Applicant:			
1	Had a professional or occupational license or registration of ANY kind denied, suspended, restricted, or revoked? (Drivers License/CDL not included)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Had/Have an administrative order and/or ANY other disciplinary action taken against ANY license issued to them by any local, state, or federal regulatory agency including the Arizona Department of Real Estate?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Had an action issued by the ADRE which resulted in an Accelerated Settlement Agreement (ASA)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Voluntarily surrendered ANY professional or occupational license during the course of an investigation or disciplinary proceeding?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Entered into ANY consent decree, and/or had an injunction (either temporary or permanent), a suspension, an order and/or a judgment issued which prohibited or restricted them from engaging in ANY profession or occupation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Had any judgment and/or order against them by ANY court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	Had any judgment and/or order entered against them by ANY court arising out of the conduct of any business in real estate, cemetery property, timeshare intervals, or membership campgrounds?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	Had ANY SUBDIVISION PUBLIC REPORT or REGISTRATION TO SELL real estate, timeshares, cemetery lots, or campground memberships denied and/or suspended?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Had ANY payment made from the real estate recovery fund and/or ANY similar fund that was charged against them and/or against a business for which they were the qualifying party?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Currently involved in ANY pending disciplinary hearings and/or other administrative actions, against ANY professional and/or occupational licenses held in Arizona and/or in any other state?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Held, and/or currently holds 10% or more ownership and/or controlling interest in any business, corporation, partnership, or limited liability company that would cause them to answer "YES" to any of the ABOVE questions.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	Been convicted and/or entered into a plea agreement and/or a plea of NOLO CONTENDERE (no contest) to ANY felony in Arizona and/or any other state, whether or not the plea or verdict was set aside, judgment or sentencing was deferred, conviction was dismissed or expunged, or has been pardoned, or the conviction is being appealed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	Been convicted or entered into a plea agreement or a plea of NOLO CONTENDERE (no contest) to ANY misdemeanor in Arizona or any other state, whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction was dismissed or expunged, or has been pardoned, or the conviction is being appealed? CONVICTIONS – DUI AND/OR RECKLESS DRIVING, EITHER MISDEMEANOR OR FELONY, MUST BE DISCLOSED Minor traffic citations do not constitute a misdemeanor or felony offense.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14	CURRENTLY in a deferred period of judgment or sentencing, in a diversion program, and/or convicted of a Class 6 Undesignated Offense, which has not yet been designated as a felony or misdemeanor as of the date of this application?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15	CURRENTLY incarcerated, paroled, and/or on probation because of ANY conviction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If the applicant answered YES to any questions 1 through 14, applicant must also answer the following:

1	Has the applicant previously disclosed the incident to ADRE in writing?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Approximate date of disclosure	Type of disclosure	

If the incident and/or action has **not** previously been disclosed to the ADRE in writing, refer to the DISCLOSURE DOCUMENT CHECKLIST FORM (LI-400) for a list of additional required documentation that must be submitted to ADRE before a renewal application is submitted for processing. **A fingerprint clearance card is required if there are any "YES" answers, other than a "YES" on question number 3.**

ATTESTATION: I attest, under penalty of perjury, under the laws of the State of Arizona, that the foregoing answers and statements given in this application are true and correct. I certify that at the time of ADRE license issuance, I will be 18 years of age or older. I certify that while licensed, I will not violate any provisions of Real Estate Laws nor abuse the privileges of ADRE issued licenses.

Print Name	Signature of Applicant	Date
ADRE License#	Email Address	



DISCLOSURE DOCUMENT CHECKLIST (FORM LI-400)

Form LI-400 form is being used for:

LICENSING

ARS §32-2123 & AAC R4-28-301

- Timely Disclosure
Late Disclosure
Renewal Disclosure
Original Salesperson/Broker Application Disclosure
Pre-determination

PUBLIC REPORT

ARS §32-2183

- Subdivision Application
Unsubdivided Land Application
Timeshare Application
Membership Campground Application
Certificate of Authority to Operate a Cemetery

ENTITY

ARS §32-2125 & AAC R4-28-302

- Corporation (CO)
Partnership (PA)
Limited Liability Company (LC)

EDUCATION

AAC R4-28-301

- School Owner / Administrator
Instructor

1. Certified Documents: DO NOT REMOVE STAPLES FROM CERTIFIED DOCUMENTS AS IT NULLIFIES THE CERTIFICATION

Table with 3 columns: CIVIL ACTION, CRIMINAL OFFENSE, DISCIPLINARY ACTION. Each column contains detailed instructions and requirements for certification, including document submission and matching statements.

IN ADDITION TO THE ABOVE, PLEASE INCLUDE EVERYTHING ON THE BACK OF THIS FORM ->



**PLEASE INCLUDE THE FOLLOWING IN ADDITION TO THE
CERTIFIED DOCUMENTS & DETAILED STATEMENT ON PAGE 1**

2. Three (3) written, signed and dated character reference letters:

- Include contact information from individuals, 18 years or older, not related by blood or marriage, that have known the applicant for more than one (1) year. Each reference letter shall be dated and no more than **SIX (6) MONTHS** from the date the application is submitted to the Department and include the writer's name, address, and telephone number. Reference letters may not be duplicates. No Form letters will be accepted. **Department of Public Safety reference letters will not be accepted.** Emails printed out that are not signed will not be accepted.

3. Ten (10) year Work History

- Include the Employer's name, address, supervisor's name and telephone, dates of employment and position held (include all periods of employment). A print out from the ADRE Public Database will not be accepted.

4. "Valid" Fingerprint Clearance Card from Department of Public Safety ("FCC")

- Contact DPS at 602-223-2000 for electronic processing.
- ADRE requires a valid FCC upon application for original licensure and application for renewal when disclosing a criminal conviction that has not previously been disclosed to or reviewed by the ADRE. If you currently have a suspended FCC, you will be required to obtain a Valid FCC through DPS.

**ALL disclosures must be submitted:
IN PERSON - Monday through Friday before 4 pm
OR
US MAIL - Check/Money Order payable to ADRE**

INCOMPLETE PACKAGES WILL BE RETURNED UNPROCESSED